



County of Riverside, California Departmental Records Retention Schedule (DRRS_PARK_2024_Rev03)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "Pertaining to the Management, Retention, Destruction or Disposition of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

Inquiries or comments regarding this schedule should be directed to:

County of Riverside
Records Management and Archives Program (RMAP)
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Introduction

This Departmental Records Retention Schedule (DRRS) for the Regional Parks & Open Space District (PARK) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted August 23, 2016, as Item #13.2.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule, and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Explanation of Fields

Record Series Codes: The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

Record Series Title: The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

Record Series Description: A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

Official Records: The agency or department responsible for the county's official record.

Official Record Retention: The length of time that the official record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

Citation / Rationale: The legal citation or operational/business reason for retaining the official record for the period specified.

Final Disposition: The recommended final status or arrangement for the official record, usually disposed of by confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

Explanation of Codes

AU = After audit is settled

Best Practice = Best Practice determined through business and government agency benchmarks.

CCP = California Code of Civil Procedure

CL = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

CY = Calendar year end

GC = California Government Code

NOC = Notice of completion

LGRMG = Secretary of State's Local Government Records Management Guidelines (2006)

P = Permanent

S = Superseded



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Regional Parks & Open Space District

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_PARK_2024_REV03**

Section: All

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head:

Kyla Brown
Kyla Brown, Parks Director

Date:

10/15/24

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
PARK025	Adopt-A-Trail Applications	Applications and associated work plans submitted by adoptees of trails.	Parks and Open - Space District	CL + 2	GC 60201(b)(2); Best Practice	Shred / Delete
PARK050	Boat Inspection	Signed agreement with boat owner that requires them to perform a final inspection of their boat in order to ensure that wildlife is not removed from or transmitted to other locations.	Parks and Open - Space District	CL + 4	CCP 337; GC 60201(b)(2); Best Practice	Shred / Delete
PARK075	Citations / Warnings	Written notice to a member of the public citing violation(s) of a County ordinance or Park rule.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK080	Construction Projects	Records related to construction projects completed by the District. Records series may include correspondence, contracts, plans/drawings, etc.	Parks and Open - Space District	NOC + 10; CL + 10, whichever is longer	CCP 337.15	Shred / Delete
PARK100	County Landmarks Program	Survey records created under the Program indicating street address of potential historic landmarks.	Parks and Open - Space District	P	Best Practice	Dept.
PARK125	County Landmarks Program - Administration	Administrative records documenting how the County Landmarks Program was initiated, organized and implemented.	Parks and Open - Space District	P	Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
PARK150	Court worker Roster	Roster of workers assigned through the courts to volunteer. Report is received from Sheriff and includes booking number and name.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK175	Customer Satisfaction Surveys	Surveys completed by members of the public.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK180	Debt of district	Records related to any financial obligation of the district.	Parks and Open - Space District	Discharge of debt + 10	GC 60201 (d)(7)	Shred / Delete
PARK200	Department Meetings	Records related to the proceedings of departmental staff meetings. Records series may include agenda, minutes, sign-in sheets.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK225	Environmental Compliance Records	Records related to efforts to preserve endangered species and their habitats. Records series may include CEQA and NEPA documents and/or reports, Habitat Conservation Plans and permits, Multiple Special Habitat Conservation Plan compliance documentation, etc.	Parks and Open - Space District	P	CCP 337.15; Best Practice	Dept.
PARK250	Events - event file	Information received from individual or group booking event. Records series may include credentials, proof of insurance, etc.	Parks and Open - Space District	Close of Event + 3	GC 911.2; GC 945.6; GC 60201(b)(2); Best Practice	Shred / Delete
PARK260	Formation, change of organization, or reorganization of district	Records related to the formation of and any subsequent change to the formation and/or organization of the Parks district.	Parks and Open - Space District	P	GC 60201 (d)(1); Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
PARK275	Historic Landmark Nomination Packet - Successful	Records related to the nomination of a structure for historic landmark status. Records series includes nomination letter, application, photographs, notes, etc.	Parks and Open - Space District	P	Best Practice	Dept.
PARK300	Historic Landmark Nomination Packet - Unsuccessful	Records related to the nomination of a structure for historic landmark status. Records series includes nomination letter, application, photographs, notes, etc.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK325	Incident Reports	Reports documenting personal injury and/or property damage.	Parks and Open - Space District	CL + 3	GC 911.2; GC 945.6; GC 60201 (b)(2); Best Practice	Shred / Delete
PARK375	Land Use Records	Records granting land use to outside entities. Records series may include easement records, encroachment permits, acquisition records, lease records, right of entry or right of way documents, mitigation bank commitments, trail development, and resource/vegetation management plans.	Parks and Open - Space District	P	Best Practice	Dept.
PARK400	Logs	Dated lists documenting day-to-day activities such as water chemical treatments, issuance of passes, daily cleaning of facilities, etc.	Parks and Open - Space District	Last entry + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK425	Maintenance Records - Grounds	Records of maintenance work performed on Park lands.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK450	Maintenance Records - Structures and Equipment	Records of maintenance work performed on Park buildings, structures, equipment and vehicles. Records series may include playground inspections, splash pad inspections, etc.	Parks and Open - Space District	End of lease or ownership + 7	GC 60201 (b)(2); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
PARK475	Maps	Maps showing distribution of parcels and other property boundaries.	Parks and Open - Space District	P	Best Practice	Dept.
PARK500	Park Dedications	Records documenting the opening and dedication of facilities and lands.	Parks and Open - Space District	P	Best Practice	Dept.
PARK520	Photographs	Photographic representation of Parks lands or structures maintained for purposes other than historical documentation.	Parks and Open - Space District	S + 2	LGRMG C-42	Shred / Delete
PARK524	Program Files	Records related to the administration of various programs such as interpretive and aquatic programs and summer camps. Records series may include documentation such as applications, marketing plan and materials, etc.	Parks and Open - Space District	CL + 5	GC 26202; Best Practice	Shred / Delete
PARK525	Project Review	Records generated in the course of reviewing County projects. Records series may include environmental compliance reports, scope of work, RFP's, specs, as-builts and Notice of Completion.	Parks and Open - Space District	CL + 10	CCP 337; GC 60201(b)(2); Best Practice	Shred / Delete
PARK550	Project Review - Parks	Records generated in the course of reviewing Park initiated projects. Records series may include environmental compliance reports, scope of work, RFP's, specs, as-builts and Notice of Completion.	Parks and Open - Space District	NOC + 10; CL + 10, whichever is longer	CCP 337.15; 40 CFR 141.33	Shred / Delete
PARK560	Purchasing Records	Records created to document the purchases and payments for supplies, equipment and services. May include official copy of purchase order, purchase requisitions (requests), purchasing contracts, payment authorizations, receipts/packing slips.	Parks and Open - Space District	CL + 7 or AU + 2, whichever is later	GC 26907 See also GC 25501.5; Audit Support	Shred / Delete
PARK565	Real Property - title, ownership	Records supporting the ownership of real property by Parks whether in full or partial.	Parks and Open - Space District	P	GC 60201 (d)(8); Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
PARK575	Reference Library	Records of research conducted on behalf of Parks including findings and final reports.	Parks and Open - Space District	NOC + 10; CL + 10, whichever is longer	CCP 337.15; 40 CFR 141.33	Shred / Delete
PARK600	Reservations	Records completed to document various contact information for school groups, private parties, camper activities, etc. Records series may include registration documents, T-cards, etc.	Parks and Open - Space District	CY + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK625	Staff Reports	Reports memorializing the key elements of ranger daily reports. Weekly reports are submitted to management for review and further action as necessary.	Parks and Open - Space District	CL + 2	GC 60201 (b)(2); Best Practice	Shred / Delete
PARK650	Water Quality	Water Quality records documenting compliance with legal and policy requirements. Records series may include training records, inspection/testing records, management plan, audit reports, lab testing methodology and results, etc.	Parks and Open - Space District	P	40 CFR 141.33; Best Practice	Dept.
PARK675	Encampment Records	Records related to encampment data within open space areas. Records may include ArcGIS, weekly reports, and photos.	Parks and Open - Space District	CY + 7	Best Practice	Shred / Delete